Volume XII, Issue 1
Winter 2005



tain Record

National Archives & Records Administration
Rocky Mountain Region

Federal Records Center Program Offers a Variety of Services

The Federal Records Center Program (FRCP) of NARA's Rocky Mountain Region is located within the Denver Federal Center on the west side of the Denver metro area. Our facility houses various types of records for over one hundred Federal agencies located in the western United States. The services that we offer provide our customer agencies with affordable and secure records storage and efficient, reliable reference access.

<u>Reference – Ordering Your Records</u>

The FRCP staff is comprised of records technicians and specialists who provide 24–hour records referencing services. Requests can be sent to us via fax, email, U S mail, UPS, Federal Express, or via the Internet using the Centers Information Processing System (CIPS). For reference questions or problems, please contact Marilyn Baker at (303)407-5764, or email at marilyn.baker@nara.gov . Fax requests to (303)407-5761.

Request forms (OF-11's) can be ordered from GSA Supply Service at GSA

- Federal Supply Service, or accessed at NARA's website at http://www.archives.gov/records_center_program/of_11.pdf.

CIPS_Centers Information Processing System

By making use of the Internet, the CIPS system is the quickest and most efficient method of ordering your records from the RCP.

You can be CIPS—capable within 24 hours after your CIPS access paperwork is completed. Requesters can access and log-in to the CIPS system at https://cips.nara.gov. No more filling out OF-11 forms or having to deal with faxing or mailing in requests! Your CIPS requests are referenced by our technicians within 24 hours of their creation.

We offer CIPS training at our facility, or when possible, at your office.

Requesters can gain access to CIPS by contacting **Joel Powell** at (303)407-5765, or email at joel.powell@nara.gov.



IARA

Refiling and Interfiling

The FRCP also provides refiling and interfiling service. Once your agency has finished using any records that have been retrieved from our facility, send them back to us and we will return them to their proper location. We call this 'refiling.'

When we pull a file for any customer agency, our technicians record the location information on each file so that we can return it to its proper place.

Interfiling (adding new

materials into records already retired to the FRCP) is another service that we offer.

If you have additional documents to place within a

folder, merely record the Transfer Number, Box Number, Location Number, and Folder Title/Number on the Interfile and send it to us.

Please note however that there is limited space within each box of records. If the interfile is larger than the space remaining in the box, you will have to send the interfile as a new transfer. If you have questions or concerns about refiles or interfiles, please contact **Marilyn Baker** at (303)407-5764, email marilyn.baker@nara.gov



Transfers

We recently transferred all of our Internal Revenue Service holdings to the new NARA facility in Lenexa, Kansas. This has left us with additional space for any new records transfers which your agency creates. Our Transfer and Disposition (T&D) Team will assist you with questions on how to prepare SF-135's for new transfers, with records disposition, and with records scheduling.

For questions or concerns with transferring your records to the FRCP, please contact **Adrienne Myser** at (303)407-5767,

or by e-mail at

adrienne.myser@nara.gov



The T&D team also offers workshops on transferring records from your agency to the FRCP. In addition, we will present specialized workshops, tailored to your agency's needs.

If you wish to attend a workshop please contact Adrienne Myser at the number or email already listed. Call **Silvia Arguello** at (303)407-5766 or **Genola Smith** at (303)407-5762, email genola.smith@nara.gov if you have questions about FRCP workshops.



FastPack Services

Take the hassle out of preparing your records for shipment to the FRCP. Call **Steve Ludwig** at (303)407-5769, or email at steve.ludwig@nara.gov at the FRCP to help you organize, document, and pack your shipment. Our trained staff will provide the expertise, labor, and materials to get your shipment organized according to regulations, saving your agency time, space, and money. FastPack service includes:

- -Preparation of all forms
- -Expert packing of boxes
- -Preparation of a boxed file inventory
- -Transportation to the Denver FRCP

No job is too big or too small! Free, no obligation, on-site cost estimates are available.

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SmartScan

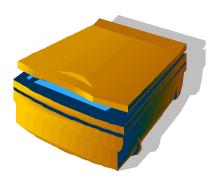
NARA's Federal Records Center Program will soon be introducing SmartScan, a new way of getting records from your Federal Records Center. Your reference request is researched, scanned by staff, and emailed directly to your computer the very same day.

Cost Effective: SmartScan eliminates outbound and return shipping costs and paperwork, and is perfect for both small jobs and urgent requests.

Simple to Use: Requests can be submitted by fax, email, or CIPS. There are no special procedures to learn and no documents to return.

Fast: SmartScan is the fastest way to get priority documents to your office the very same business day!

Easy to Share: SmartScan documents are sent as high quality Adobe PDF (Portable Document Format) attachments. You can share these documents instantly with colleagues around the country or around the world.



High Quality: The scanning process actually improves legibility for many documents, often making them easier to read than the originals.

Competitively Priced: Prices for SmartScan start at just pennies per page!

Call us today to find out more about SmartScan and when it will be available. Contact **Steve Ludwig** at (303)407-5769, email steve.ludwig@nara.gov, or **John Mangers** at (303)407-5763, email john.mangers@nara.gov.

Special Services

The Rocky Mountain Region Records Center Program offers federal agencies a comprehensive portfolio of special services in paper and electronic document management.

Examples of projects that FRCP offers for agency clients include:

- Management of active files for agency customers
- Consolidation of freeze records
- Data entry services, including remote or onsite input into agency databases
- Preparation of inventories of agency holdings
- Specialized disposition services, such as disposal of fiche, film, e-media and other documents
- Provision of onsite space at the Denver FRCP for agencies to conduct research on large collections, saving shipping to and from the agency



Records center staff are experts in all aspects of records management, and can offer custom-designed services for agency customers. Contact **Genola Smith**, the Director of the FRCP at (303)407-5762, or email her at genola.smith@nara.gov.

Rocky Mountain Region Workshop Schedule FY 2005 Revised



Records Management Fundamentals

Knowledge Area 1 (\$150) May 24, 2005, Jackson, WY

Creating & Maintaining Agency Business Information*

Knowledge Area 2 (\$300) May 3-4, 2005, Las Cruces, NM

Records Scheduling*

Knowledge Area 3 (\$300) June 15-16, 2005, Denver, CO

Records Schedule Implementation*

Knowledge Area 4 (\$300) May 5-6, 2005, Las Cruces, NM May 25-26, 2005, Jackson, WY June 22-23, 2005, Albq., NM

Asset and Risk Management*

Knowledge Area 5 (\$300) July 12-13, 2005, Denver, CO

Program Development*

Knowledge Area 6 (\$150) July 13, 2005, Albq., NM

Disaster Preparedness

& Response (\$150) July 14, 2005, Denver, CO

Electronic Records Forum (Free)

June 2, 2005, Albq., NM 8:00 a.m. – 11:30 a.m.

(Topic to be determined.)

* Certification Course

Classes meet from 8:30 a.m.— 4:00 p.m. unless otherwise noted. Exact addresses and room numbers will be provided with registration confirmation. For more information contact NARA Rocky Mountain Region Records Management Division at 303-407-5720 or email workshop.denver@nara.gov